Flash Drive Tips

Flash Drives (or USB Drives) are commonly used to save files when you want to move them between computers or have a backup. The following tips will help you to prevent data loss and extend the life of your flash drive:

- If the flash drive gets wet, **DO NOT** connect it to your computer! Dry the device as well as you can manually then store it in a warm, dry place (or place in a bag of uncooked white rice) for at least 48 hours. Do not try to use the device until you are certain that any residual liquid is gone.

- Do not store the device in a location with great temperature fluctuations (i.e. inside of a car during winter or summer).

- Keep the cap on the device when it is not in use.

- Only use drives that you know are safe. If you find a flash drive, be careful as you do not know what kinds of files may be on it that may be harmful to your computer (i.e. viruses, spyware).

- When using a public computer or your personal computer, don’t forget to remove the device before shutting down the computer.

- Before removing the device from the computer, close all folders and files associated with the device.

- It is good practice to eject the drive before removing it from the computer. To do this, locate the USB icon in the notification area of the taskbar.

  ![USB Icon](image)

  Click once on the icon then click on *Eject USB Mass Storage Device*.

  ![Eject USB Icon](image)

  You will be notified that it is safe to remove your flash drive from the computer.

  ![Safe To Remove Hardware](image)